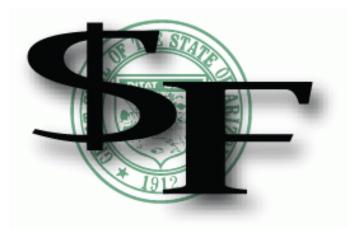
Arizona
Department of
Education:
School Finance



Understanding Your SAIS Reports AN INTRODUCTION

Created by: Jamie Infantolino

Contact us!

School Finance

P: 602-542-5695

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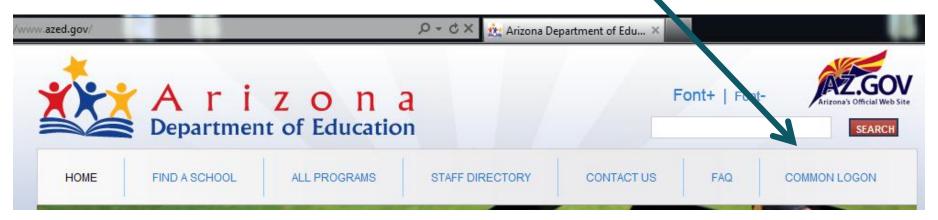
SchoolFinance@azed.gov



Account Analysts can be found on our homepage under the Find Your LEA Account Analyst Link: http://www.azed.gov/Administrators/SF/Lists/LEAAccountAnalysts/AllItems.aspx

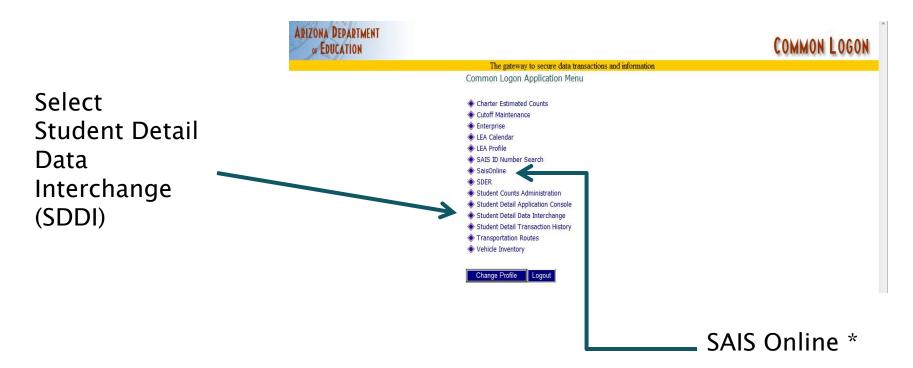
How Do I Get My Student Data To ADE?

To start, you will need to log in to Common Logon, which can be found on the home page for ADE at www.azed.gov



If you do not have a current Common Logon account, need to add or remove permissions, or have forgotten your password, please contact Enterprise@azed.gov

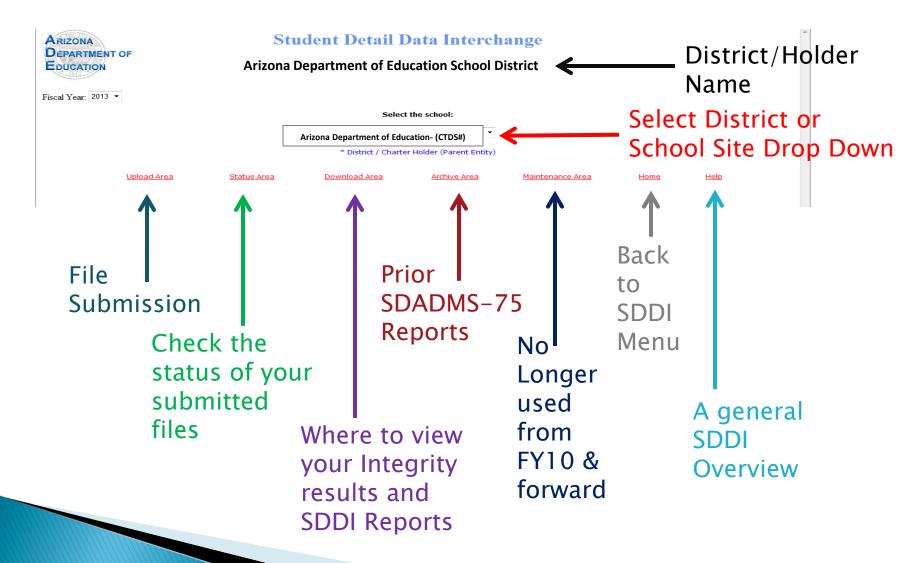
Once logged In to Common Logon



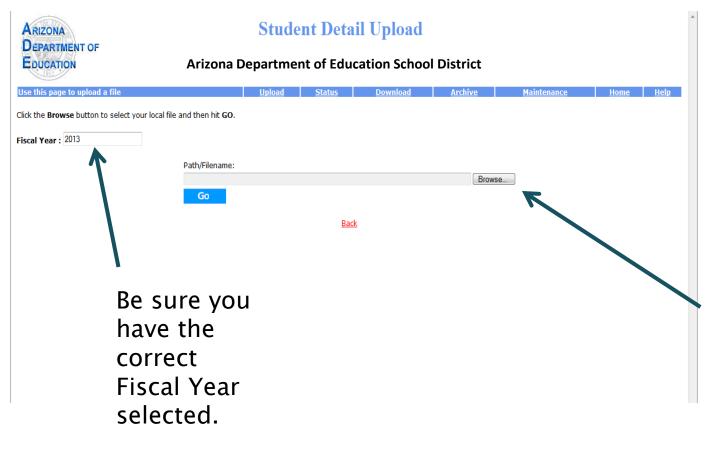
* SAIS Online can be used to submit individual student data. There is a SAIS Online Users Manual Located in the Knowledge Center section of the School Finance home page.

www.azed.gov/finance

How Do I Use SDDI?

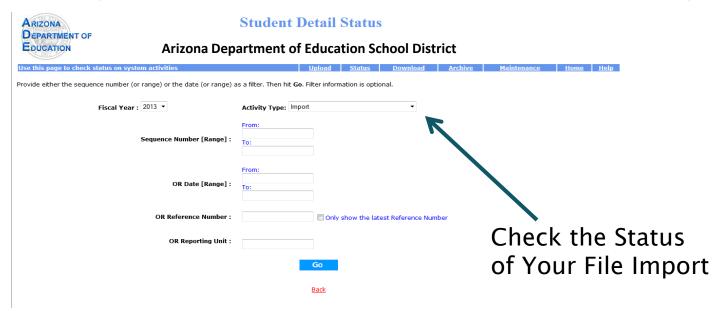


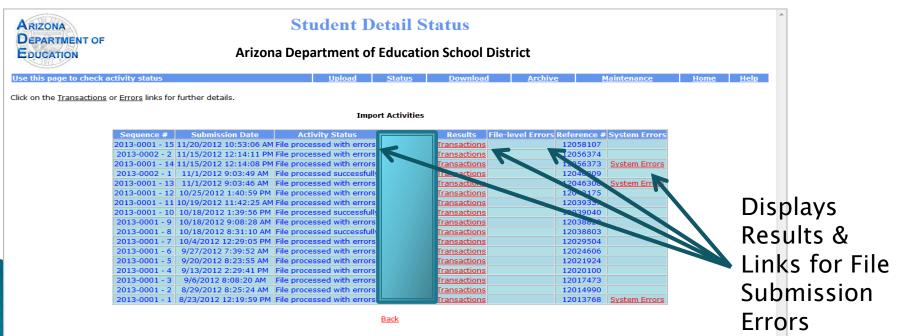
SDDI: Upload (To Submit Your Student Data Files)



Click "Browse" to find your file, then click "Go" once you have selected the applicable file.

SDDI Status Area: (To Check On The Status Of the File You Submitted)





Student Details Reports(Download Option in SDDI)

Reports

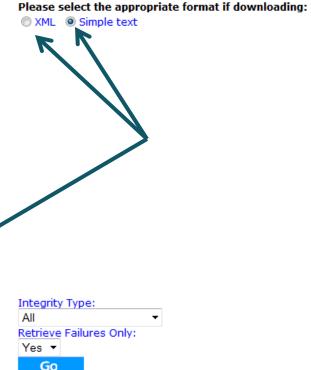
- o Student Integrity Status Report
- o SDADMS71-1 Student Membership By DOA Report
- o SDADMS71-2 Student Membership By DOR Report
- SDADMS74 Student Excessive Absence Report
- SDADMS75-1 Adjusted Student ADM Limit Report
- SDADMS75-3 Adjusted Student ADM Limit Report by DOR
- SDADMS76 Funding Exclusion Report
- SDADMS77 Summer Withdrawals Report
- o SDADMS79 Dropout Tracker Report
- o SDEC71 Early Childhood Program Participation Report
- o SDEC72 Early Childhood Assessment Report
- o SDEC73 Early Childhood Assessment Search Report
- SDELL70 Student Detail ELL Assessment Search
- SDELL71 ELL Report
- o SDELL72 ELL Assessment Report
- o SDELL73 Language Assessment Totals Report

- o SDELL74 AZELLA SAIS ID Correction Error Report
- SDELL75-1 ELL Adjusted Membership Report by DOA
- o SDELL75-3 ELL Adjusted Membership Report by DOR
- SDSPED71-1 SPED Report by DOA
- SDSPED71-2 SPED Report by DOR
- SDSPED75-1 SPED Adjusted Membership Report by DOA
- SDSPED75-3 SPED Adjusted Membership Report by DOR
- o SDSUPP71 Support Program Report
- o SDSUPP72 NCLB1 and NCLB2 Indicator Totals
- o SDSUPP73 NCLB Report
- SDTEST01-1 HS Student Test History Report
- o SDTEST01-2 All HS Student Test History Report
- SDTEST01-1 G3-8 Student Test History Report
- o SDTEST01-2 G3-8 All Student Test History Report
- SDTEST02 Test Labels Report
- o SDYE05-1 Year End Enrollment Report
- o SDYEE01 Cohort Student Detail Report
- o SDYEE02 Cohort Summary Report

Student Detail reports are the individual student data reports that depict each student as opposed to student counts reports which depict all students combined in a summarized format. These reports are the basis for your expected payments and are the collection of data submitted to ADE through SAIS. (View is shown at the LEA/District level. There

Understanding the Student Integrity Status Report

- The Student Integrity Status Report can be run at the district level, or the school site level.
- Running the report at the district level will allow you to view all Integrity errors for your district at one time. Running at the individual school levels allows you to focus on particular Integrity errors by the selected school only.
- If you are unable to run the "XML" version of the Integrity report, the "Simple Text" option is available for use. If you are unsure if you can view an XML file, please contact your IT department.



Understanding the SDADMS 72: Unadjusted Student Membership Report

- The SDADMS 72 Report is a School Level Report Only and can be found through SDDI. There is a Legend on the last page of this report that will list what the various "codes" in the "Codes" column are for each student.
- > The 72 report is a compilation of the raw data that affects Average Daily Membership (ADM) and Average Daily Attendance (ADA) calculations for each student in a particular grade level within a school. In order to be considered for funding, the membership for a student who attends or has attended the school at any point within a given school year must first be listed completely and accurately on the SDADMS72 report. Therefore, the first step in reconciling student data related to school membership is to ensure that all students appearing on the school roster are listed as intended on the SDADMS72 report.

The SDADMS 75-1: Adjusted Student Membership Report

In order to generate state aid for membership, a student's records must be processed successfully during the ADE initiated process known as *ADM Aggregation*. Aggregation results are displayed on the SDADMS75–1 report. The SDADMS75–1 report displays the result of the most recent aggregation for ADM, LIM ADM and ADA for each student in a particular grade level within a school by reporting period. The SDADMS75–1 is updated only after aggregation processing has been completed and therefore may not include the results of recent transactions. Additionally, there is a Legend on the last page of this report that will list what the various "codes" in the codes column.

Therefore, it is recommended that LEA personnel who must reconcile student data related to school membership ensure that all students who are eligible for membership funding appear with expected results on the SDADMS75-1 report after aggregation processing completes.

Note: In order to generate state aid, the ADE School Finance Unit must update the Student Counts reports (i.e., 540–1, 45–1, 46–1, etc.) at the beginning of every month after a school district or charter holder passes the 40th day of instruction plus 13 ADE business days. The process repeats for 100th day of instruction as well The results of the ADM Aggregation that ADE runs just prior to updating the Student Counts reports form the basis for the update. Therefore, it may be in the best interests of an LEA to thoroughly review the SDADMS75–1 report that is generated just after aggregation has completed.

Understanding How Your SDADMS 72 & 75-1 Reports Relate

To ensure proper funding for student membership, it is necessary for LEAs to be certain that the SDADMS75-1 report lists complete and accurate information for all students who are believed to be eligible for membership funding.

In order for a student membership to be listed accurately on the 75-1 report, certain student information must reside in the SAIS Student Detail Database and be listed appropriately on the SDADMS72 report at the time that ADE runs the aggregation process that creates or updates the 75-1 report.

What About Non-ADM Reports?



Key: *** = SPED or ELL

- The ELL & SPED reports can be reconciled in a similar manner.
 - Are all of the fundable students listed on the SD(***)75-1 report?
 - If not, are they failing Integrity?
 - Have you reviewed your SD(***)71 report for their enrollment and Integrity information?

What Happens With The Data In Student Details?

Once the data has been "pushed" (Finalized) the data will then generate a set of summary style reports called Student Count Reports

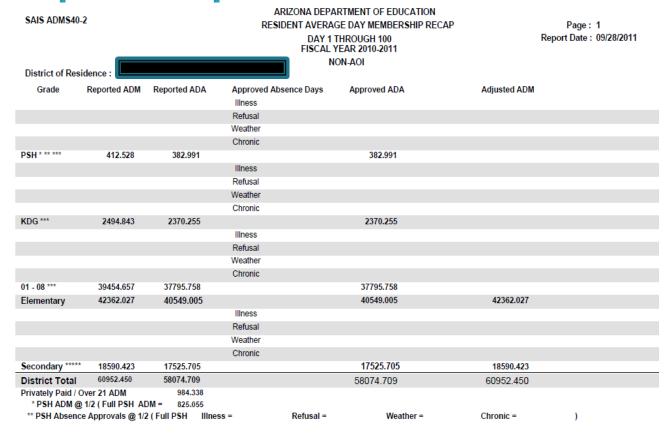
Student Count Reports are not automatically updated when data is changed in SDDI. They are only updated after the data has been pushed.

Student Counts Reports

- ADMS 40-2: Resident Average Daily Membership Recap (FY12 and Prior Fiscal Years)
- ▶ ADMS 45-1: Membership & Absence Report
- ADMS 45-2: Average Daily Membership Attending Summary
- ➤ ADMS 46-1: Recalculated State Aid ADM Counts
- ADMS 540-1: Current/Prior Year Residence ADM and ADA
- > SPED 28-1: SPED Counts Summary
- <u>ELLS 28-1:</u> English Language Learner Counts Summary

ADMS 40-2: Resident Average Day Membership Recap For FY12 & Prior

A district level report, ADMS40-2 identifies reported ADM and ADA as well as approved ADA, and Adjusted ADM. It is designed to assist LFAs in determining the affect of excessive absences on ADM. The reporting period for ADMS40-2 is Day 1 through Day 100 of the district calendar. District totals are included as well as counts broken out into detail.

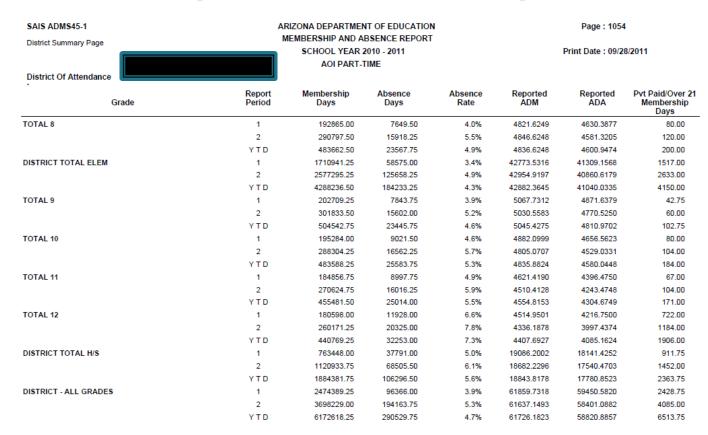


^{***} Regular & Self-Contained Special Education Students Included.

Approved Absence Days as reported on ADMS40-2 are reported by Grade grouping and segregated into four categories. The absence categories are: Illness, Refusal, Weather, and Chronic.

45-1: Membership & Absence Report

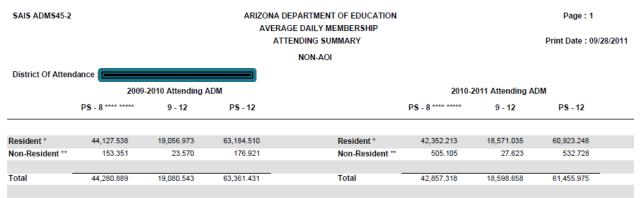
Membership and Absence report (ADMS45-1) is a district/charter holder level report. It will report each school/charter site within a district or charter holder in sequence alphabetically. All students who are tuitioned-in to the requesting district will be counted and be reflected on this report, regardless of district of residence.



For each District of Attendance (DOA) and School of Attendance (SOA) relationship, the ADMS45-1 will report Membership Days, Absence Days, Absence Rate, Reported ADM, Reported ADA, and privately paid or over 21 for reporting periods 1 (40th Day) and reporting period 2 (100th Day), as well as year-to-date (YTD). YTD is the sum of reporting periods 1 and 2.

ADMS 45-2: Average Daily Membership Attending Summary

> ADMS45-2 -Average Daily Membership Attending Summary report is a SAIS report that compares current fiscal year attending ADM to previous fiscal year ADM by requesting District



This Report Does Not Include Resident Students Tuitioned To Schools Out Of Your District.

ADE 4235

The averages are reported by grade grouping and broken out into Resident and Non-Resident amounts with totals by grade grouping.

^{*} Resident Students Reported And Students From Unorganized Territories That Attend District's Schools.

^{**} Students Tuitioned-In From Other Districts, CEC-B's, And Privately Paid.

^{****} PreSchool ADM is included At One Half Count (Full Count : SY 2009-2010=1051.803 / SY 2010-2011 = 1745.395)

^{******} For \$Y2006-2007 and later Kindergarten ADM is Included at Reduced Count

ADMS 46-1: Recalculated State AID ADM Counts

> The Recalculated State Aid ADM Counts (ADMS46-1) is a report that identifies the Resident ADM counts on which the school is funded. It is an LEA report with information segregated into 40th Day Counts and 100th Day Counts. Detailed information is reported by grade.

	OMS46-1 Of Residence	: =						OF EDUCATION TE AID ADM C	-			Page : Of Date : int Date :	09/22/20 ²	
						40th [ay Counts	5						
_		Calculated te Aid ADM			nulative (Less PS)				Calculated te Aid ADM		C	umulative Totals		
Grade		AOI FT	AOI PT		AOI FT	AOI PT	Grade		AOI FT	AOI PT		AOI FT	AOI PT	
PS	374.481		*				9	5024.056	38.262	8.412	5024.056	38.262	8.412	
KG	2482.706	11.719	0.112	2482.706	11.719	0.112	10	4824.275	49.444	10.606	9848.331	87.706	19.018	
1	4967.888	1.444	7.688	7450.594	13.163	7.800	11	4559.963	44.744	19.862	14408.294	132.450	38.880	
2	4968.494	4.144	4.050	12419.088	17.307	11.850	12	4423.506	52.331	45.131	18831.800	184.781	84.011	
3	4903.006	5.450	5.950	17322.094	22.757	17.800 **	US				18831.800	184.781	84.011	****
4	4976.844	5.412	5.094	22298.938	28.169	22.894								
5	4967.250	4.238	6.350	27266.188	32.407	29.244	* Tot	al PreSchool I	Handicapped			374.481		
6	5027.850	6.406	1.106	32294.038	38.813	30.350	** (To	tal K-3 Group	B Add-On	17	7362.651)			
7	4830.800	11.094	2.688	37124.838	49.907	33.038	*** To	tal K-UE				42030.383		
8	4792.512	23.300	6.788	41917.350	73.207	39.826	**** To	tal 9-US				19100.592		
UE				41917.350	73.207	39.826 ***	Tot	al All Grades				61505.456		
						100th	Day Cour	nts						
		Calculated te Aid ADM		Cumulative Totals(Less PS)			ReCalculated State Aid ADM			Cumulative Totals				
Grade		AOI FT	AOI PT		AOI FT	AOI PT	Grade		AOI FT	AOI PT		AOI FT	AOI PT	
PS	412.528		*				9	5001.770	38.265	8.412	5001.770	38.265	8.412	
KG	2494.843	11.720	0.112	2494.843	11.720	0.112	10	4778.630	49.445	10.608	9780.400	87.710	19.020	
1	4961.558	1.445	7.690	7456.401	13.165	7.802	11	4493.890	44.742	19.862	14274.290	132.452	38.882	
2	4964.627	4.142	4.050	12421.028	17.307	11.852	12	4316.133	52.330	45.132	18590.423	184.782	84.014	
3	4902.255	5.450	5.950	17323.283	22.757	17.802 **	US				18590.423	184.782	84.014	****
4	4983.403	5.415	5.095	22306.686	28.172	22.897								
5	4977.645	4.240	6.355	27284.331	32.412	29.252	* Tot	al PreSchool I	Handicapped			412.528		
6	5027.660	6.408	1.105	32311.991	38.820	30.357	** (To	tal K-3 Group	B Add-On	17	7363.842)			
7	4830.105	11.095	2.688	37142.096	49.915	33.045	*** To	tal K-UE				42062.551		
8	4807.405	23.302	6.788	41949.501	73.217	39.833	**** To	tal 9-US				18859.219		
UE				41949.501	73.217	39.833 ***	Tot	al All Grades				61334.298		

The count here is NOT a physical student count and will NOT tie or reconcile with the number of students enrolled in Student Detail for the given LEA. It is a Resident ADM count. This means the count is inclusive of all resident students for your LEA. This report can include an adjustment for excessive absence, if appropriate (FY12 & Prior Fiscal Years).

ADMS 540-1: Current/Prior Year Residence ADM and ADA

The Current/Prior Year Residence ADM and ADA report (ADMS540-1) is a district level report that compares the current year's to previous year's counts. It reports ADM and ADA for all periods including year-to-date, and includes a yearto-date absence rate. Each report contains counts exclusively for students residing in the selected district. It contains no tuition-in or non-resident counts, and all ADM and ADA counts are segregated by Grade.

ARIZONA DEPARTMENT OF EDUCATION

RESIDENT ADM AND ADA

Page 12 Of 14

Report Date 9/28/2011 1:03 PM

Report As Of 9/22/2011 6:26 PM

Attending ADM / ADA Summary

		C	urrent Year	2010 - 2011				Prior Ye	ear 2009 -	2010	
	Averag	e Daily Memb	ership	Averag	ge Daily Attend	dance		Averag	e Daily Memb	ership	
Grade	YTD	40th Day	100th Day	YTD	40th Day	100th Day	YTD Abs %	YTD	40th Day	100th Day	YTD Abs %
PS*	824.3650	748.7375	874.7833	765.3250	693.8563	812.9708	7.2	753.8400	681.0938	802.3375	40.5
KG **	2,494.1725	2,482.2063	2,502.1500	2,369.5850	2,387.0250	2,357.9583	5.0	2,627.9025	2,624.9875	2,629.8458	5.6
1	4,961.5575	4,967.8875	4,957.3375	4,738.6050	4,791.2625	4,703.5000	4.5	5,245.4000	5,263.6313	5,233.2458	4.9
2	4,962.6275	4,966.4938	4,960.0500	4,761.4950	4,808.3750	4,730.2417	4.1	5,124.8850	5,126.5938	5,123.7458	4.5
3	4,902.2550	4,903.0063	4,901.7542	4,709.6075	4,749.4000	4,683.0792	3.9	5,226.3550	5,237.7688	5,218.7458	4.3
Total K-3	17,320.6125	17,319.5938	17,321.2917	16,579.2925	16,736.0625	16,474.7792	4.3	18,224.5425	18,252.9813	18,205.5833	4.7
4	4,983.4025	4,976.8438	4,987.7750	4,793.2650	4,828.2000	4,769.9750	3.8	5,150.6325	5,158.0625	5,145.6792	4.3
5	4,976.6450	4,966.2500	4,983.5750	4,778.3300	4,812.3375	4,755.6583	4.0	5,176.0550	5,191.6188	5,165.6792	4.4
6	5,023.8000	5,023.8625	5,023.7583	4,816.3050	4,854.5813	4,790.7875	4.1	5,059.8625	5,057.1625	5,061.6625	4.5
7	4,824.9350	4,825.6250	4,824.4750	4,615.5500	4,663.9375	4,583.2917	4.3	4,966.3650	4,982.2063	4,955.8042	5.0
8	4,806.5350	4,791.5375	4,816.5333	4,570.8575	4,600.3000	4,551.2292	4.9	5,168.4400	5,183.2625	5,158.5583	5.7
Total Elementary	42,760.2950	42,652.4500	42,832.1917	40,918.9250	41,189.2750	40,738.6917	4.3	44,499.7375	44,506.3875	44,495.3042	5.4
9	4,996.0800	5,018.0563	4,981.4292	4,761.7350	4,822.1688	4,721.4458	4.7	5,029.8825	5,069.6688	5,003.3583	4.6
10	4,775.8300	4,822.0500	4,745.0167	4,519.9925	4,596.5125	4,468.9792	5.4	5,357.7525	5,458.3125	5,290.7125	4.7
11	4,489.2100	4,555.8125	4,444.8083	4,239.0900	4,330.8688	4,177.9042	5.6	4,570.3875	4,640.7313	4,523.4917	4.3
12	4,308.4650	4,416.0750	4,236.7250	3,986.1650	4,117.9563	3,898.3042	7.5	4,096.9500	4,169.0438	4,048.8875	5.1
Total Secondary	18,569.5850	18,811.9938	18,407.9792	17,506.9825	17,867.5063	17,266.6333	5.7	19,054.9725	19,337.7563	18,866.4500	4.6
Total District	61,329.8800	61,464.4438	61,240.1708	58,425.9075	59,056.7813	58,005.3250	4.7	63,554.7100	63,844.1438	63,361.7542	5.1

ADE 4235

SF ADMS540-1

District Of Residence:

ADMS540-1 contains two parts. Part One reports ADM and ADA by Grade with one row for regular counts. Part Two is a summary of Current Year ADM, and Current Year ADA reported by total for each Grade. Corresponding Prior Year ADM counts are presented for each Grade including the previous year's YTD absence percentage.

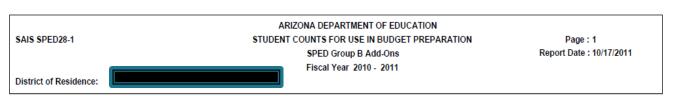
^{*} Preschool Handicapped at Full Count

^{**} Kindergarten at Full Count for FY 2006 and prior; Kindergarten at Reduced Count for FY 2007 and later

^{***} Certificates of Educational Convenience

SPED 28-1: SPED ADM Counts

The Recalculated State Aid SPED Counts (SPED 28) is a SAIS report for identifying the Resident SPED counts on which the school is funded. It is an LEA report with information segregated into 40th Day Counts and 100th Day Counts. Detailed information is reported by SPED Need



	40th	Day*	100th Day**		
Non-AOI Student Counts	SPED Memberships Days	SPED Group B Count	SPED Memberships Days	SPED Group B Count	
Hearing Impairment	2938.000	73.450	7479.350	74.794	
MD-Resourced, A-Resourced, SMR-Resourced	6483.152	162.079	16301.080	163.011	
MD-SelfContained, A-SelfContained AND SMR-SelfContained	16653.308	416.333	42040.630	420.406	
Multiple Disablilities Severe Sensory Impairment	1381.000	34.525	3451.000	34.510	
Orthopedic Impairment-Resourced	1459.000	36.475	3618.000	36.180	
Orthopedic Impairment-SelfContained	1594.000	39.850	4049.300	40.493	
PreSchool-Severe Delayed	3704.856	92.621	10673.480	106.735	
DD***, ED, MIMR, SLD, SLI*** And OHI	219066.244	5476.656	546708.700	5467.087	
Emotionally Disabled-Private	1403.292	35.082	4062.730	40.627	
Moderate Mental Retardation	7291.500	182.288	18275.500	182.75	
Visual Impairment	1291.392	32.285	3179.390	31.794	

^{*} Consists of Days 1 - 40

The count here is NOT a physical student count, and will NOT tie or reconcile with the number of students enrolled in the SPED Student Detail data for the given LEA. It is a Resident SPED count. This means the count is inclusive of all resident students for your LEA.

^{**} Consists of Days 1 - 100

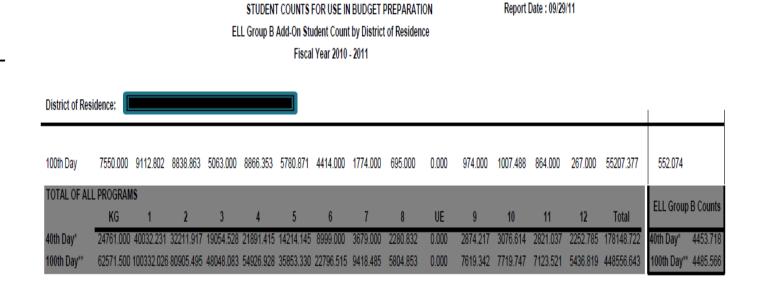
^{***} School-aged students only

ELLS 28-1: Student ELL Counts

ARIZONA DEPARTMENT OF EDUCATION

This report lists the ELL Group B counts for the District of Residence. The counts are broken down by 40th and 100th day.

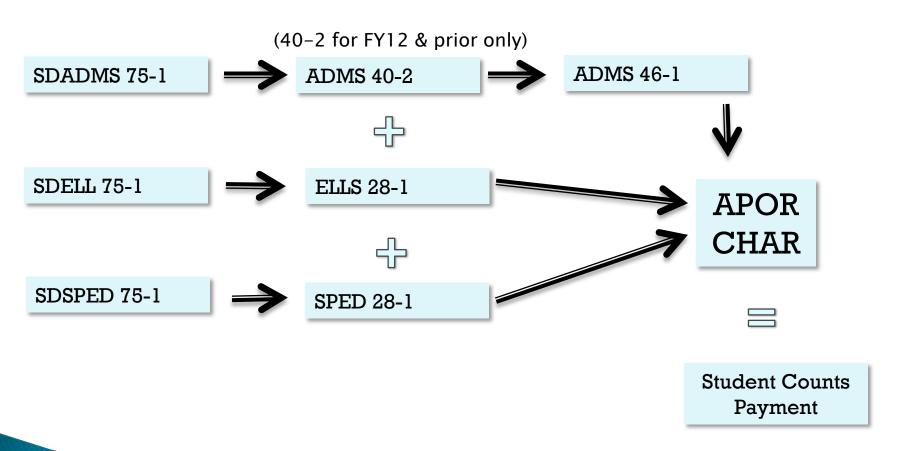
SAIS ELL S28-1



The count here is NOT a physical student count, and will NOT tie or reconcile with the number of students enrolled in the ELL Student Detail data for the given LEA. It is a Resident ELL count. This means the count is inclusive of all resident students for your LEA.

Page: 2

How My Data All Ties Together:



Any Questions?



School Finance

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SchoolFinance@azed.gov

Account Analysts can be Found through our homepage under the LEA Account Analyst Link: http://www.azed.gov/Administrators/SF/Lists/LEAAccountAnalysts/AllItems.aspx